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11 February 2004

MEMORANDUM

From: C. B. Odom, CAPT
CG TRACEN Cape May (co)

Reply to: tm
Attn of: LCDR R. D. Perkins
(609) 898-6968

To: COMDT (G-WT)
Thru: (1) COMDT (G-WTT)
(2) COMDT (G-WTR)

Subj: IMPROVEMENTS TO RESERVE ENLISTED BASIC INDOCTRINATION (REBI)
ACCESSION PROCESS

1. Effective April 1, 2004, unless otherwise directed, Training Center Cape May's (TRACEN) Recruit PERSRU (RPERSRU) will process all Reserve Enlisted Basic Indoctrination (REBI) accessions in order to ensure that ID cards, pay, and travel benefits are provided to our newest members in a timely fashion.

2. During November 2003 TRACEN Cape May hosted a REBI accession summit to resolve challenges within our current process that disadvantaged individuals being accessed through REBI. Representatives of various stakeholder commands came together to address the fact that almost half of last year's 350 REBI recruits arrived at Cape May having not been entered into Direct Access. In most cases these members could not be paid, submit a travel claim, or be issued an ID card. It was often impossible for TRACEN to resolve these problems in the 11 days the REBI recruits were on board. The REBI accession summit attendees are listed in enclosure (1).

3. TRACEN's RPERSRU processed more than 5000 enlisted accessions into the Coast Guard last year. We have the expertise and can provide the centralized oversight to access REBIs. After reviewing the present process it became evident to all of the stakeholders in attendance at the summit that TRACEN's RPERSRU should process all REBI accessions. The lack of sufficient lead-time in our present system was identified as our most significant challenge, therefore establishing and enforcing realistic deadlines are essential elements for process improvement. Enclosures (2) and (3) outline the new process.

4. While taking on additional duties in the TRACEN's RPERSRU is not a painless move, it is the right move for our newest members. The FY 04 Tier II Support Resource Proposal included additional staffing to accomplish this improvement.

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Enclosure: (1) List of participants
(2) Proposed process timeline (table)
(3) Proposed process timeline (flowchart)

Copy: G-WRI, G-WPM, CG RC, CG PC (rpm)
CG MLC LANT (pf), CG MLC PAC (pf)